

Title ECF slide


Slide notes: This will be a demonstration of steps you can perform on your computer that will allow you to add hyperlinks (via Word) to other documents in the CM/ECF system.

The reason for this technique is that the new version of CM/ECF permits CM/ECF users to file documents that include hyperlinks to a previously filed document in the same case or another case.

A document can be linked to another document in any federal court's database if the court is running the appropriate version of CM/ECF that includes the hyperlink function: District (Release 3.1); Bankruptcy (Release 3.2) and/or Appellate (available as of July 2006).

This hyperlink functionality has been Tested in Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the document is converted to PDF format.

Hyperlinks to Other Documents via Word

 Please turn your speakers on


You may use the **playback controls** at the **bottom** of each screen. You may move fast forward or back and you may rewind to the beginning of the lesson. You can also drag the progress indicator bar forward or back through the lesson. The playback controls also include a button that will pause the lesson. Click it again to resume play.

There is a menu on each page in the upper left corner. If you move your mouse over the word MENU, a menu will drop down. You can click on the desired topic to jump to that part of the lesson.

To exit the lesson, click the X in the upper right corner of the lesson window or click the X in the **playback controls** at the **bottom** of each screen.

This lesson module also has a Closed Captioning feature. Click the **CC** button in the playback controls to toggle closed captioning on or off. You may also click the speaker icon to toggle the audio on or off.

Click the **START** button when you are ready to begin.



Navigation Instructions

Slide notes: Please review these navigation instructions. Click the Start button when you are ready to begin.



Objectives:

When you complete this lesson, you will be able to:

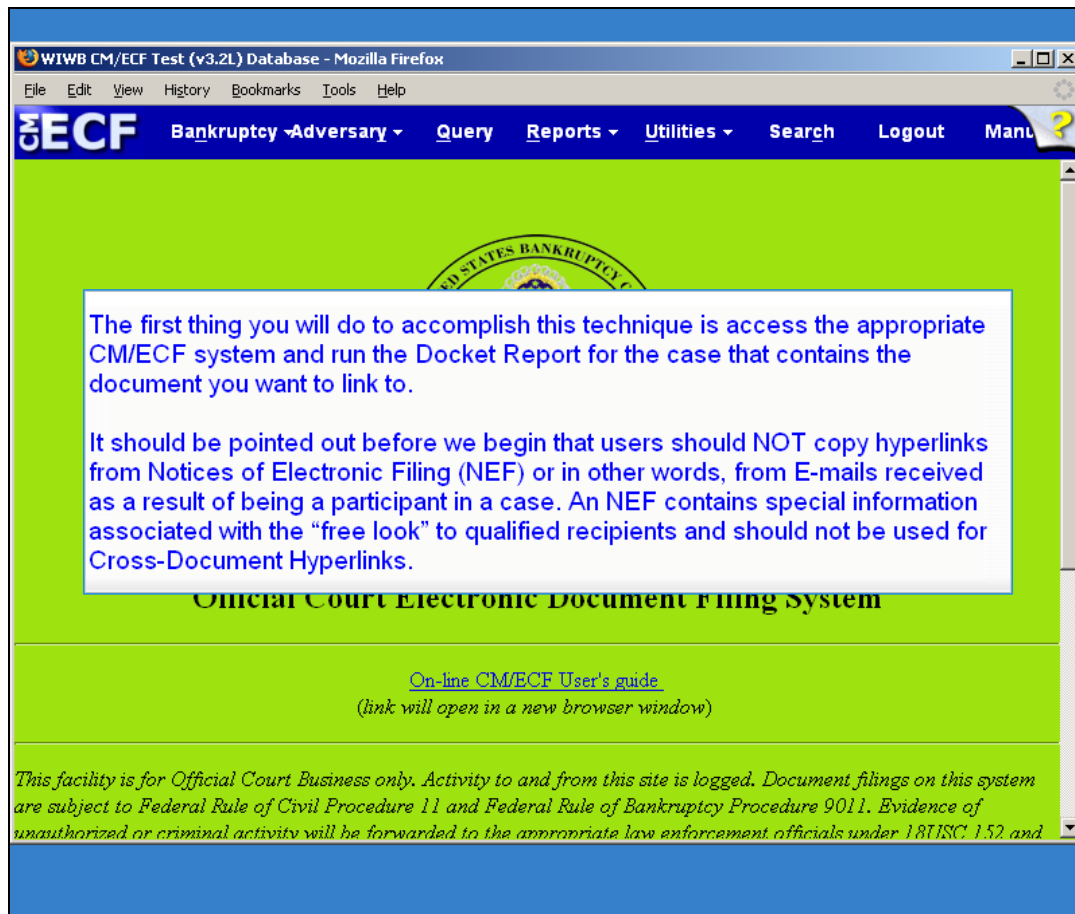
- create hyperlinks (via Word) to previously filed CM/ECF documents

Click the **Continue** button.

[CONTINUE](#)

Objectives

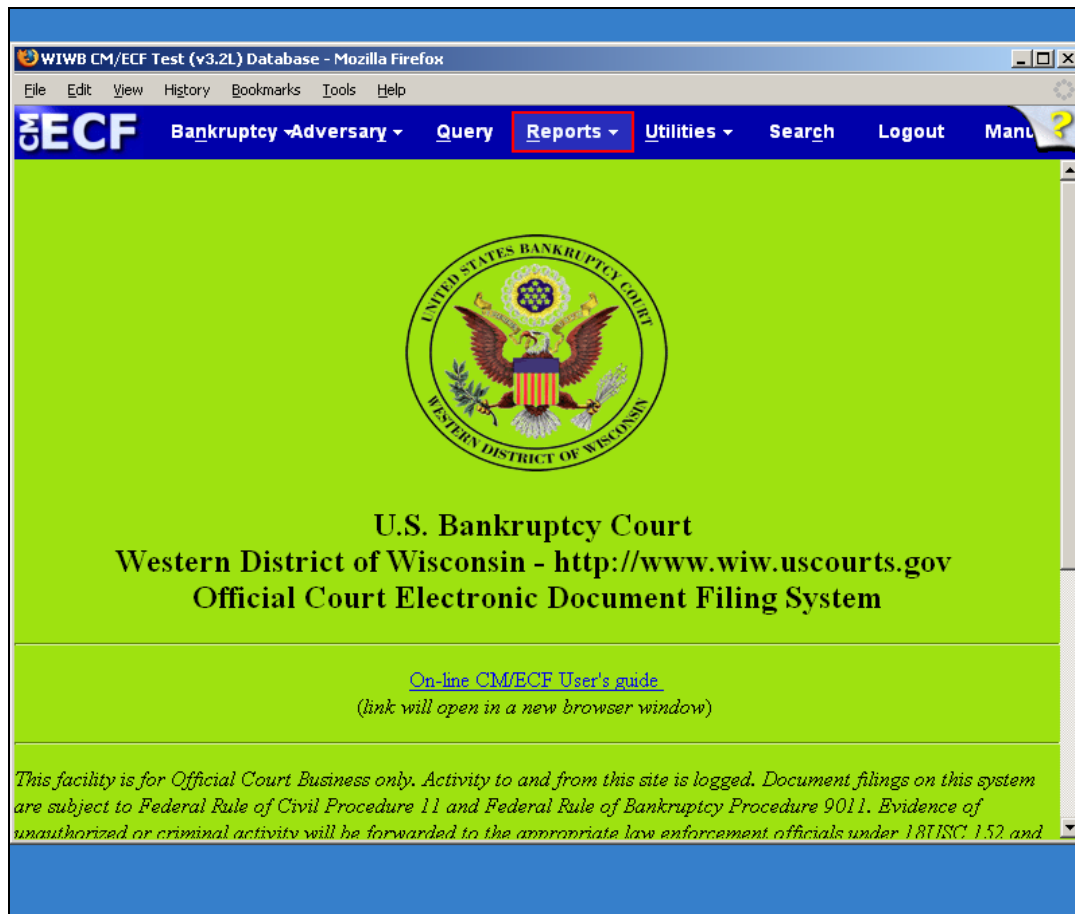
Slide notes: When you complete this lesson, you will be able to: create hyperlinks (via Word) to previously filed CM/ECF documents. Click the Continue button.



ECF

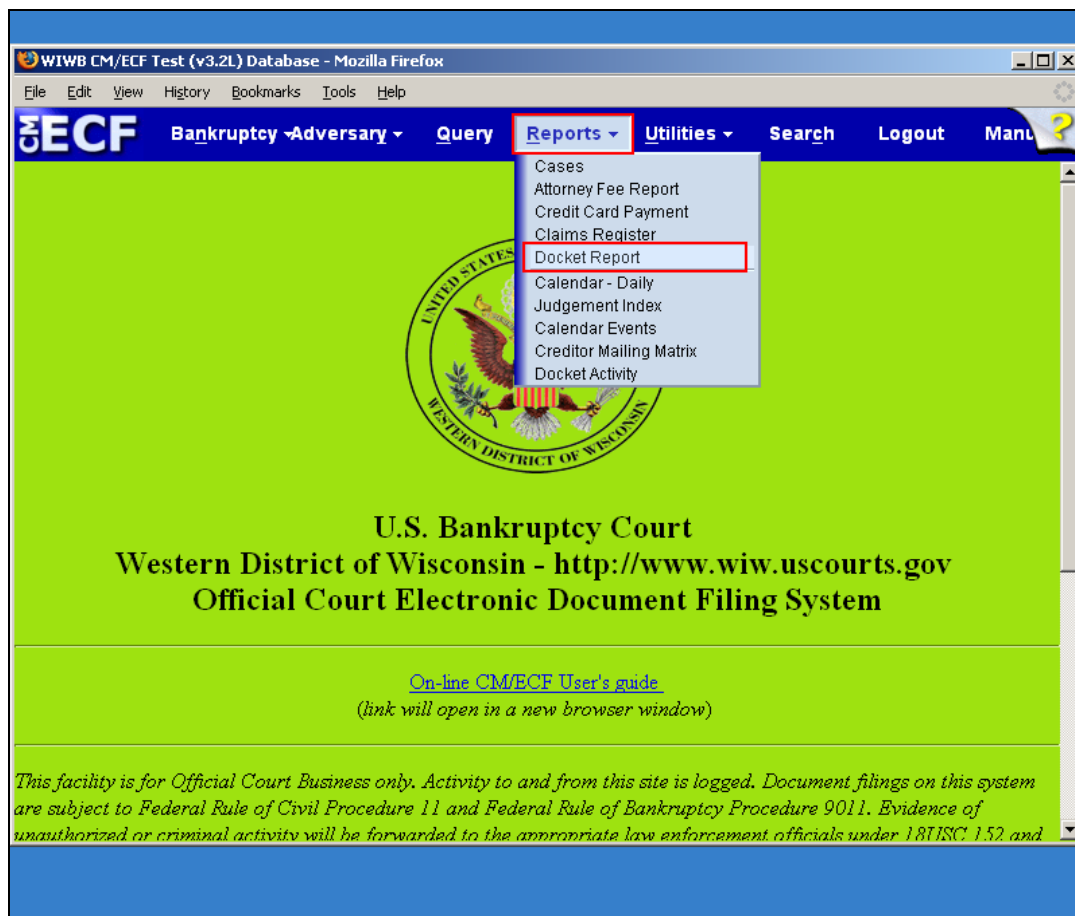
Slide notes: The first thing you will do to accomplish this technique is access the appropriate CM/ECF system and run the Docket Report for the case that contains the document you want to link to.

It should be pointed out before we begin that users should NOT copy hyperlinks from Notices of Electronic Filing (NEF) or in other words, from E-mails received as a result of being a participant in a case. An NEF contains special information associated with the "free look" to qualified recipients and should not be used for Cross-Document Hyperlinks.



Slide 5

Slide notes: In this example, we are accessing the Western District of Wisconsin Bankruptcy CM/ECF system. Hover your cursor over Reports.



Slide 6

Slide notes: Choose the Docket Report menu item to run a Docket Report.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Manu ?

Docket Sheet

Case number:

☒ Filed to

☐ Entered

Documents to

Include:

☐ Terminated parties

☐ Links to Notices of Electronic Filing

Document options:

☐ View multiple documents

☐ Create Appendix

Format:

☒ HTML

☐ Text

Sort by:

☐ Make these options my default.

Click the **Run Report** button.

Slide 7

Slide notes: Type the case number and click the Run Report button to continue.



Slide 8

Slide notes: You are now presented with the docket for viewing.



Slide 9

Slide notes: Scroll down the docket to the docket entries.



04/07/2008	1 (1 pg)	Chapter 7 Voluntary Petition [Fee Amount \$ 299] filed by John Smith . All Schedules and Statements filed. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008		Trustee Michael E. Kepler/Trustee added to case . (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	341(a) meeting scheduled for 5/19/2008 at 09:00 AM at U.S. Trustee Meetings. Last day to oppose discharge or dischargeability is 7/18/2008. Financial Management Certificate due by 7/3/2008. Notice of Meeting of Creditors . cc: via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pg)	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

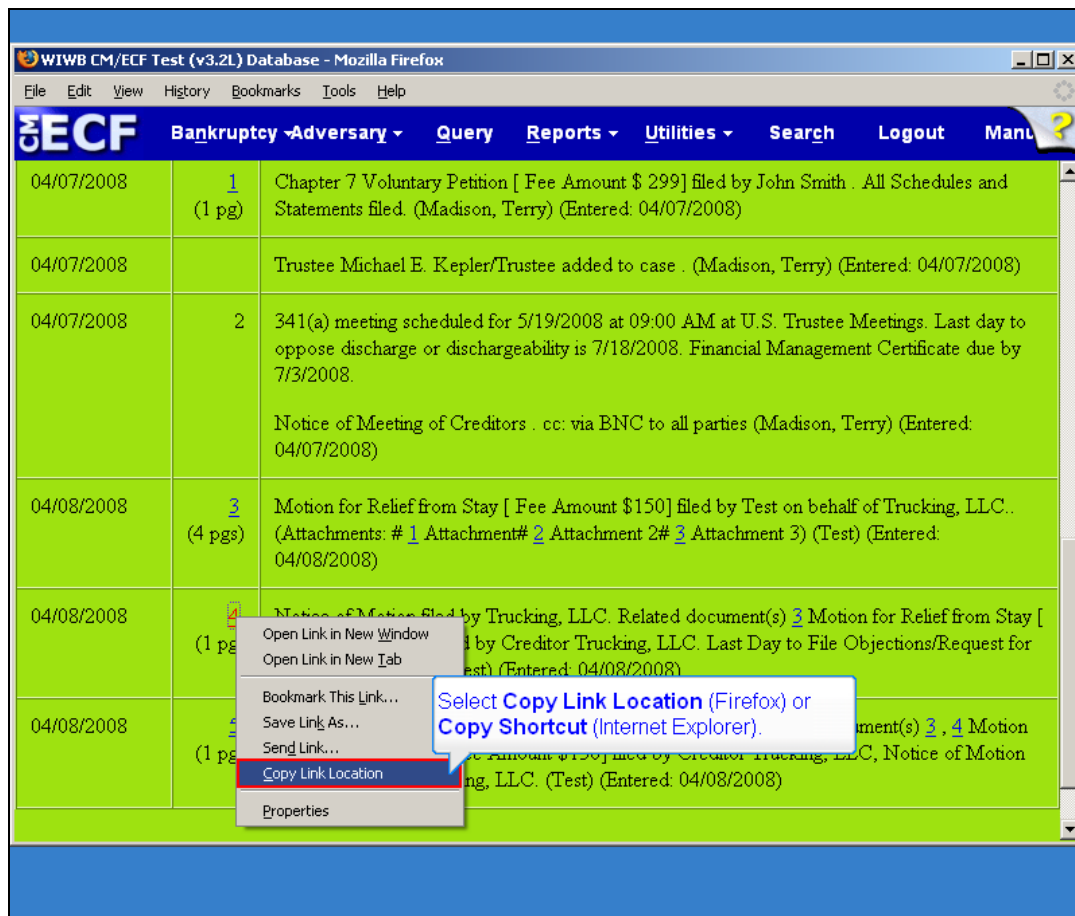
Slide 10

Slide notes: We want to copy the URL hyperlink of document #4 to the clipboard.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox		
File Edit View History Bookmarks Tools Help		
ECF Bankruptcy Adversary Query Reports Utilities Search Logout Manu ?		
04/07/2008	<u>1</u> (1 pg)	Chapter 7 Voluntary Petition [Fee Amount \$ 299] filed by John Smith . All Schedules and Statements filed. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008		Trustee Michael E. Kepler/Trustee added to case . (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	341(a) meeting scheduled for 5/19/2008 at 09:00 AM at U.S. Trustee Meetings. Last day to oppose discharge or dischargeability is 7/18/2008. Financial Management Certificate due by 7/3/2008.
04/08/2008	(4 pg)	to all parties (Madison, Terry) (Entered: 04/08/2008)
04/08/2008	<u>4</u> (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) <u>3</u> Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	<u>5</u> (1 pg)	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) <u>3</u> , <u>4</u> Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

Slide 11

Slide notes: To do this, hover your cursor over the document link and click the right mouse button. Note: The document link is represented by a number with an underscore.



Slide 12

Slide notes: Select Copy Link Location (Firefox) or Copy Shortcut (Internet Explorer).

The right-click technique that you just performed, though not visible, has placed the URL hyperlink into your clipboard -- for later use in WordPerfect.



WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ECF Bankruptcy Adversary Query Reports Utilities Search Logout Menu ?

04/07/2008	1 (1 pg)	Chapter 7 Voluntary Petition [Fee Amount \$ 299] filed by John Smith . All Schedules and Statements filed. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008		Trustee Michael E. Kepler/Trustee added to case . (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	341(a) meeting scheduled for 5/19/2008 at 09:00 AM at U.S. Trustee Meetings. Last day to oppose discharge or dischargeability is 7/18/2008. Financial Management Certificate due by 7/22/2008. (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

If you want to link to an attachment to a primary document filed in CM/ECF, you must select the hyperlink to the attachment from the Document Selection Menu.

Slide 13

Slide notes: We have one more item to discuss before we continue to insert the URL hyperlink into your WordPerfect document. We should address the following question. What if you want to link to an attachment?

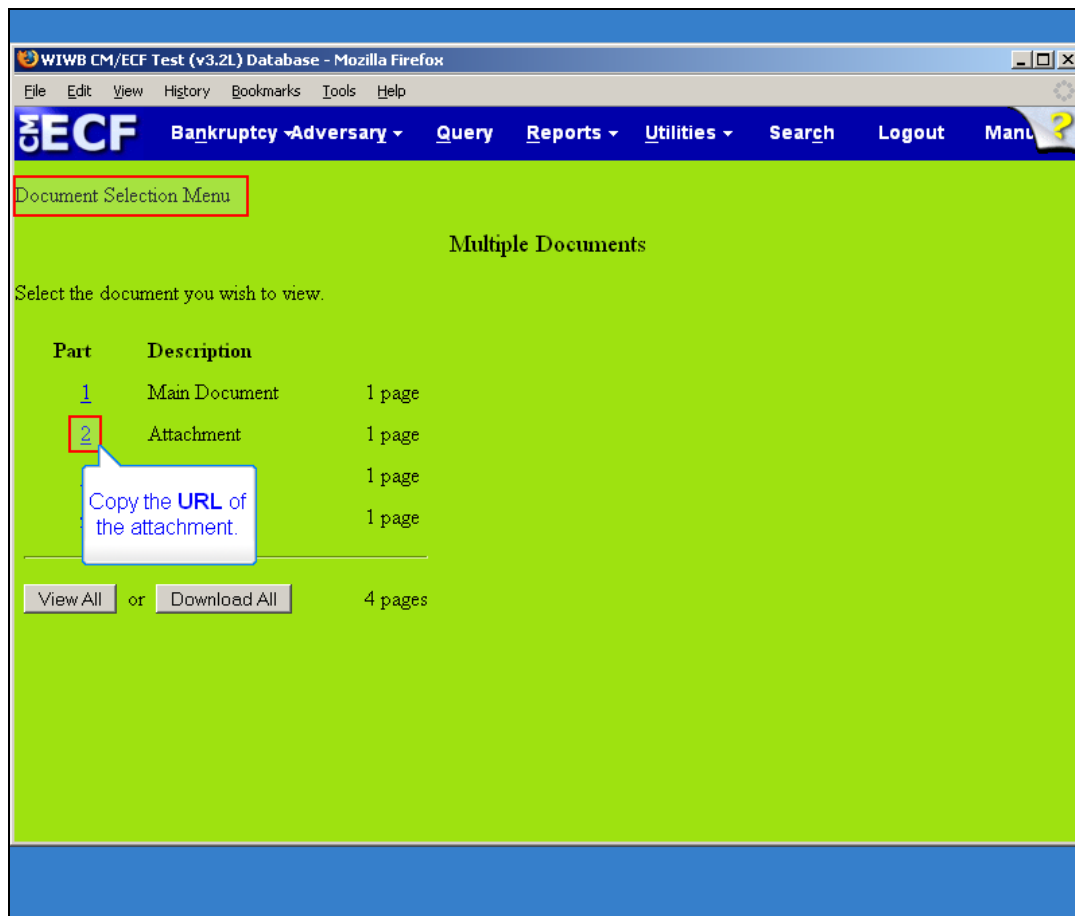
If you want to link to an attachment to a primary document filed in CM/ECF, you must select the hyperlink to the attachment from the Document Selection Menu.

WIWB CM/ECF Test (v3.2L) Database - Mozilla Firefox		
ECF Bankruptcy Adversary Query Reports Utilities Search Logout Manu ?		
04/07/2008	1 (1 pg)	Chapter 7 Voluntary Petition [Fee Amount \$ 299] filed by John Smith . All Schedules and Statements filed. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008		Trustee Michael E. Kepler/Trustee added to case . (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	341(a) meeting scheduled for 5/19/2008 at 09:00 AM at U.S. Trustee Meetings. Last day to appeal discharge or dischargeability is 7/18/2008. Financial Management Certificate due by [redacted] via BNC to all parties (Madison, Terry) (Entered: 04/07/2008)
04/08/2008	3 (4 pgs)	Motion for Relief from Stay [Fee Amount \$150] filed by Test on behalf of Trucking, LLC.. (Attachments: # 1 Attachment# 2 Attachment 2# 3 Attachment 3) (Test) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

Slide 14

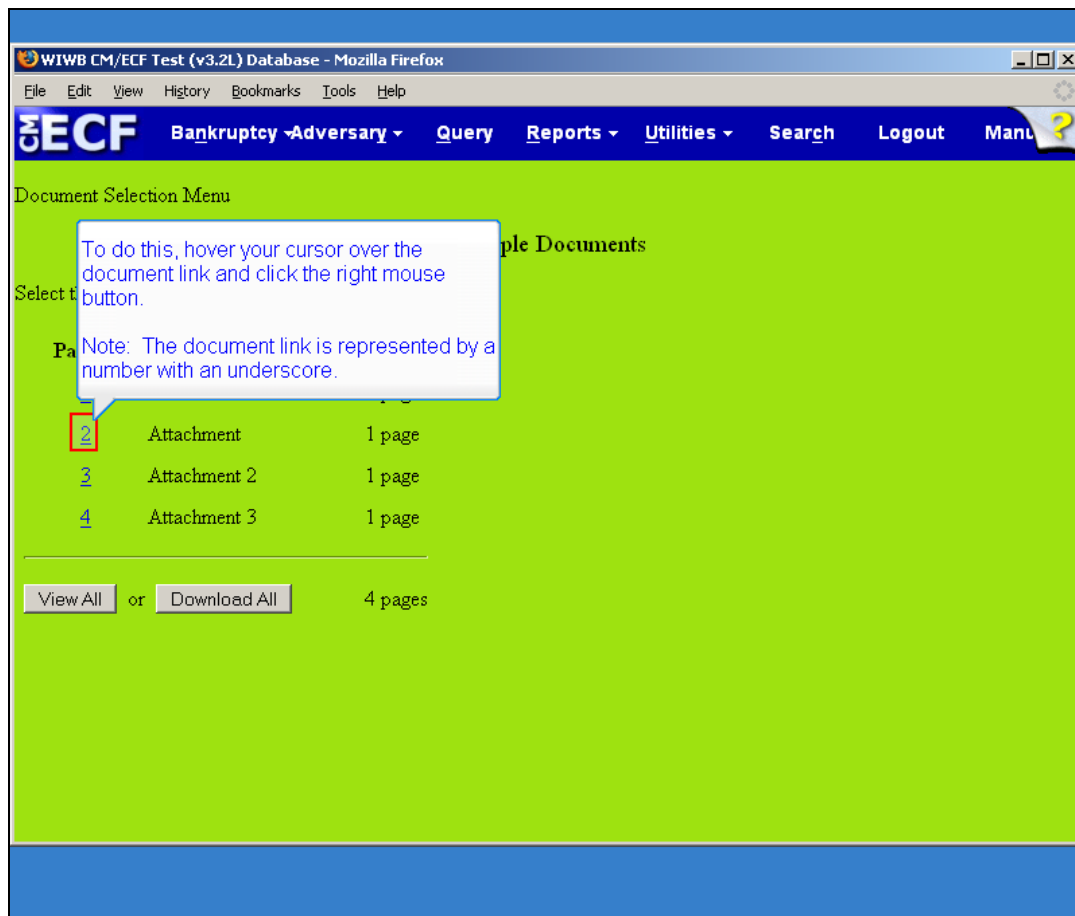
Slide notes: For example, if you are linking to an attachment filed with document #3 here, the Motion for Relief from Stay, you must first select the motion from the docket sheet.

Click the #3 docket event.



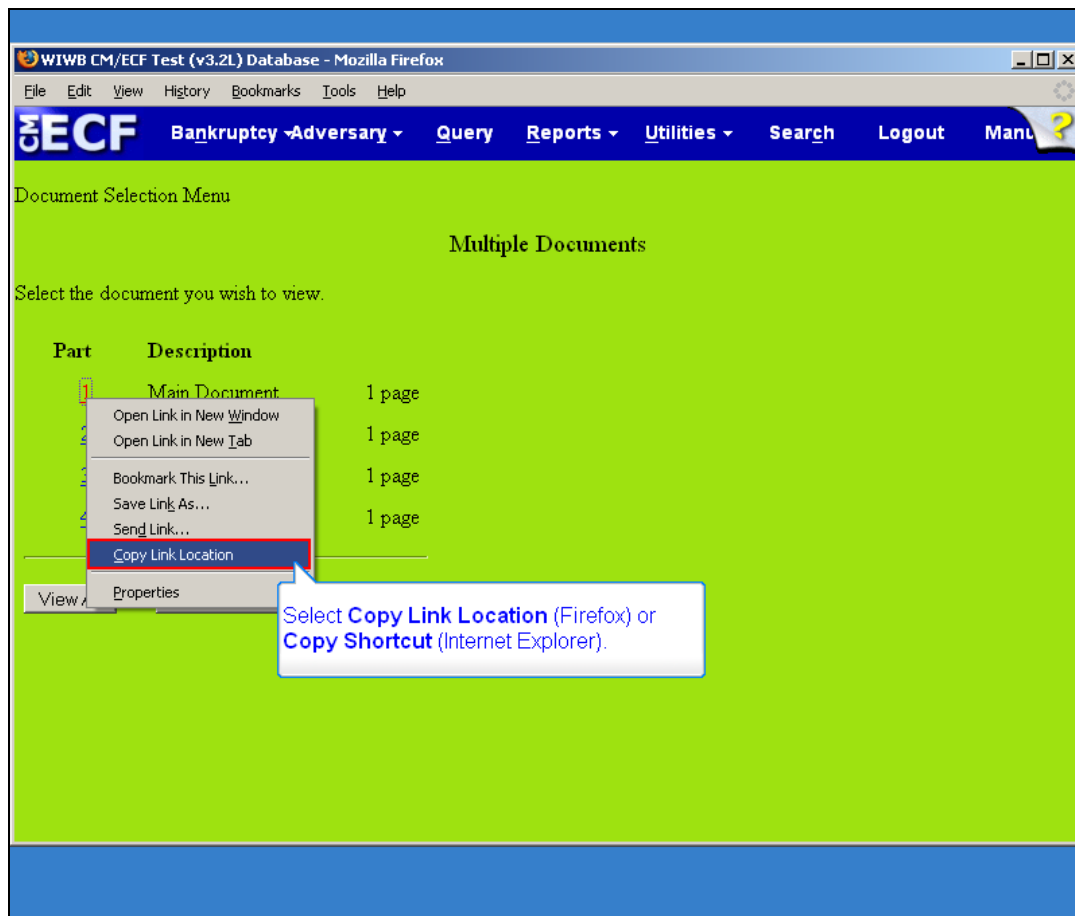
Slide 15

Slide notes: When this Document Selection Menu page appears ... copy the URL of the attachment to your clipboard.



Slide 16

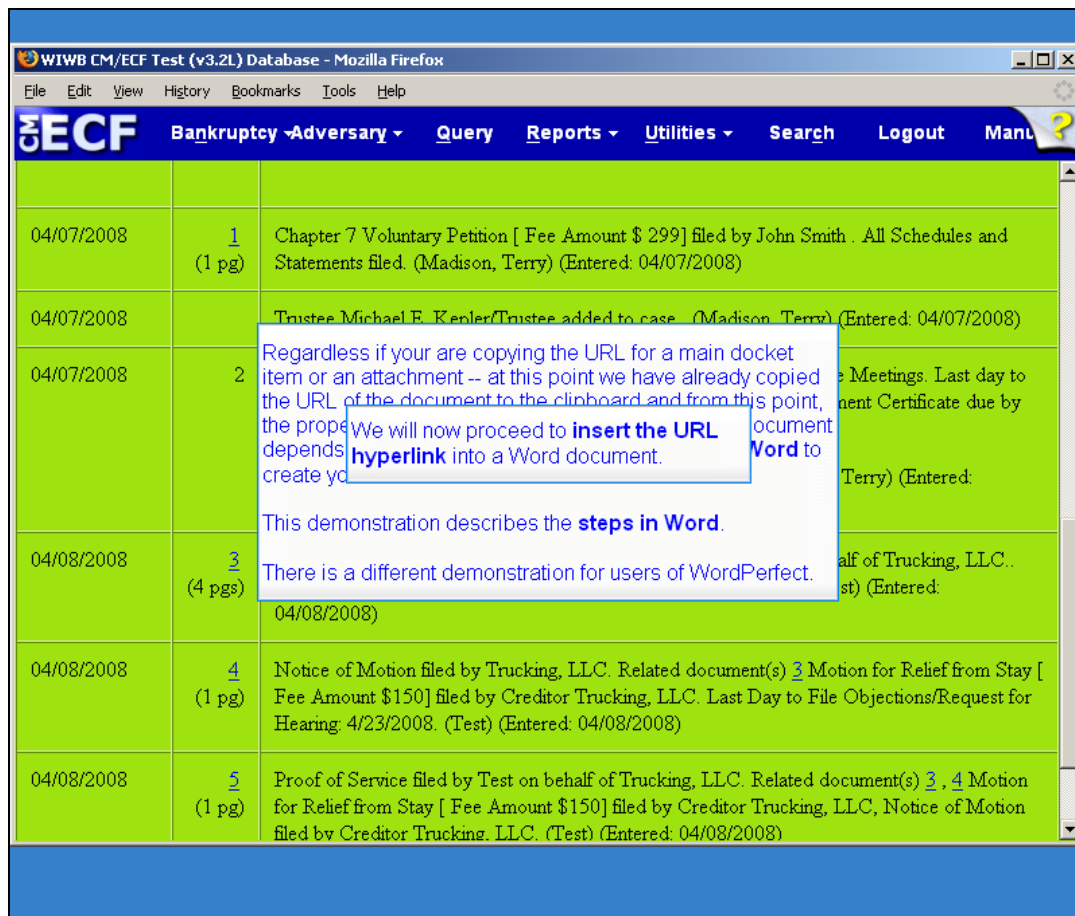
Slide notes: We do this just like we did in the previous example ... hover your cursor over the document link and click the right mouse button. Note: The document link is represented by a number with an underscore.



Slide 17

Slide notes: Select Copy Link Location (Firefox) or Copy Shortcut (Internet Explorer).

Again, the right-click technique that you just performed, though not visible, has placed the URL hyperlink into your clipboard -- for later use in WordPerfect.



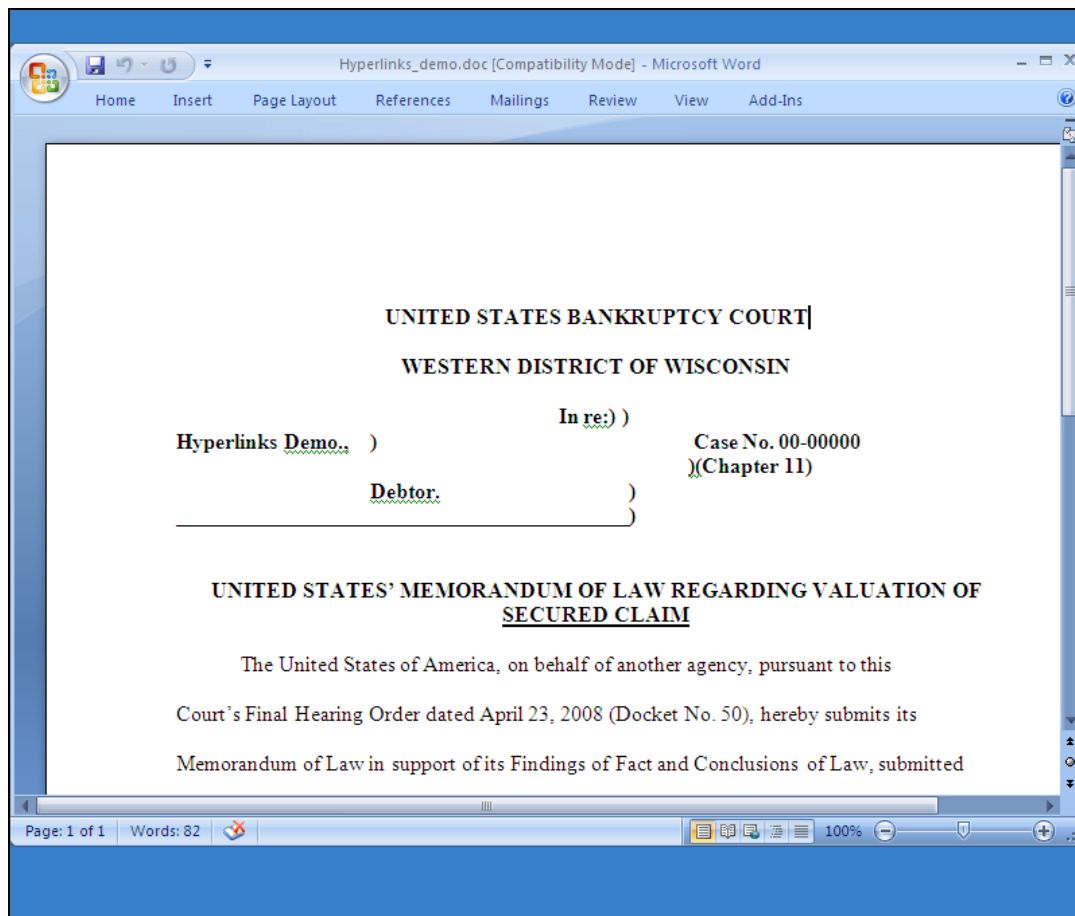
04/07/2008	1 (1 pg)	Chapter 7 Voluntary Petition [Fee Amount \$ 299] filed by John Smith . All Schedules and Statements filed. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008		Trustee Michael E. Kenler(Trustee added to case. (Madison, Terry) (Entered: 04/07/2008)
04/07/2008	2	Regardless if your are copying the URL for a main docket item or an attachment -- at this point we have already copied the URL of the document to the clipboard and from this point, the proper method for inserting the hyperlink in your document depends on whether you are using Word or WordPerfect to create your document. We will now proceed to insert the URL hyperlink into a Word document. This demonstration describes the steps in Word. There is a different demonstration for users of WordPerfect.
04/08/2008	3 (4 pgs)	Meetings. Last day to file Certificate due by (Madison, Terry) (Entered: 04/08/2008)
04/08/2008	4 (1 pg)	Notice of Motion filed by Trucking, LLC. Related document(s) 3 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC. Last Day to File Objections/Request for Hearing: 4/23/2008. (Test) (Entered: 04/08/2008)
04/08/2008	5 (1 pg)	Proof of Service filed by Test on behalf of Trucking, LLC. Related document(s) 3 , 4 Motion for Relief from Stay [Fee Amount \$150] filed by Creditor Trucking, LLC, Notice of Motion filed by Creditor Trucking, LLC. (Test) (Entered: 04/08/2008)

Slide 18

Slide notes: Regardless if your are copying the URL for a main docket item or an attachment -- at this point we have already copied the URL of the document to the clipboard and from this point, the proper method for inserting the hyperlink in your document depends on whether you are using Word or WordPerfect to create your document.

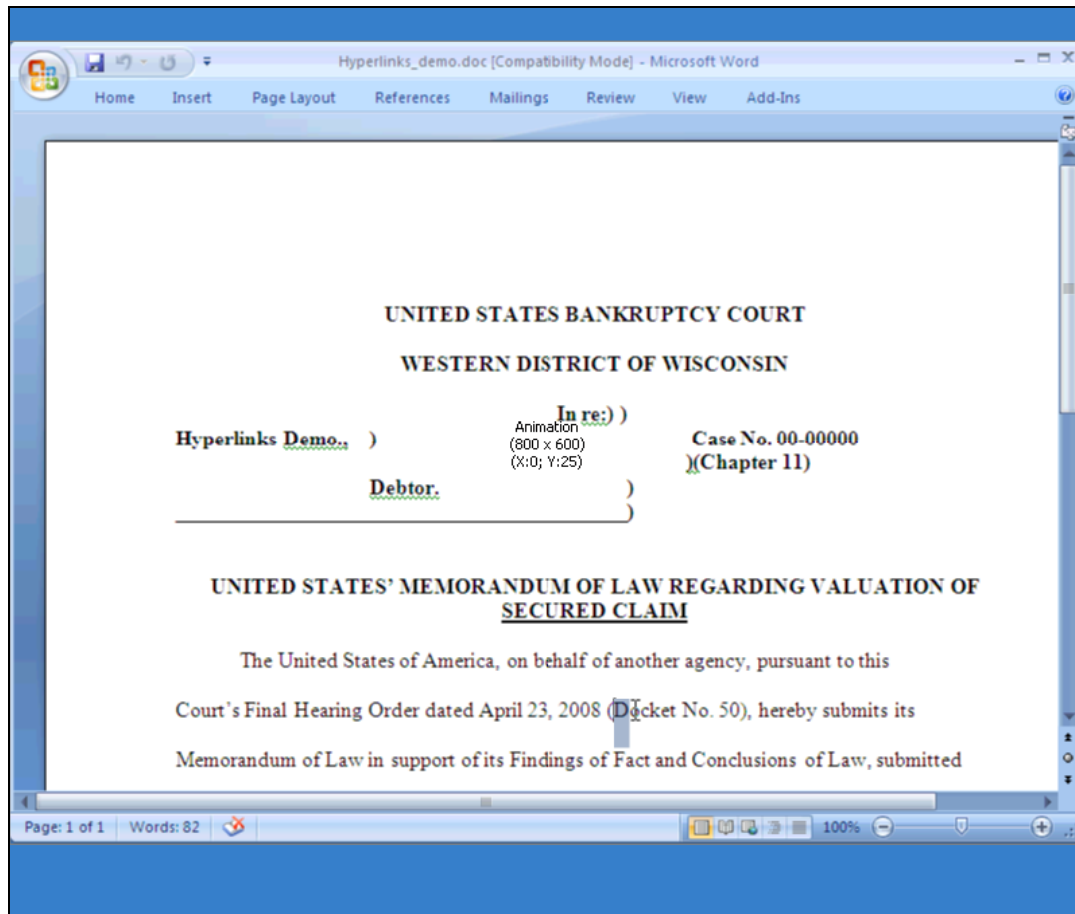
This demonstration describes the steps in Word. There is a different demonstration for users of WordPerfect.

We will now proceed to insert the URL hyperlink into a Word document.



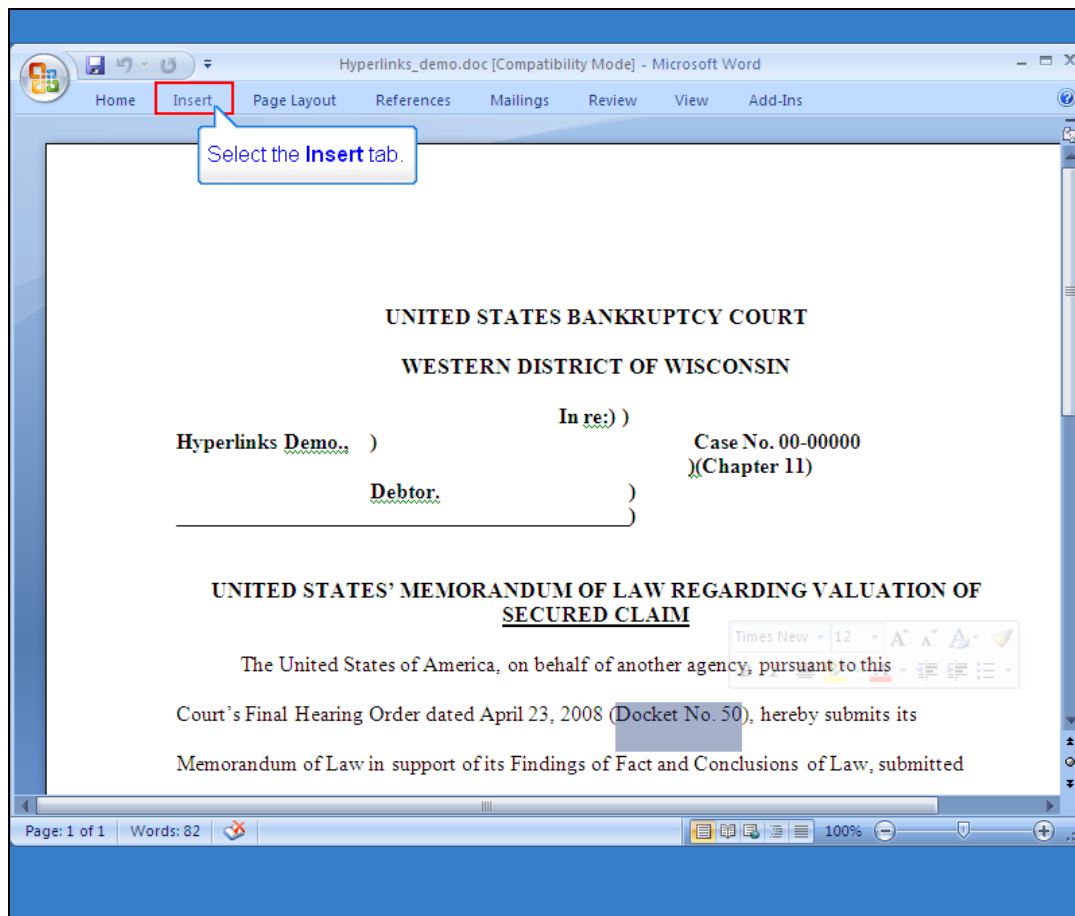
Word

Slide notes: Open Microsoft Word and open the document to which you want to add a hyperlink.



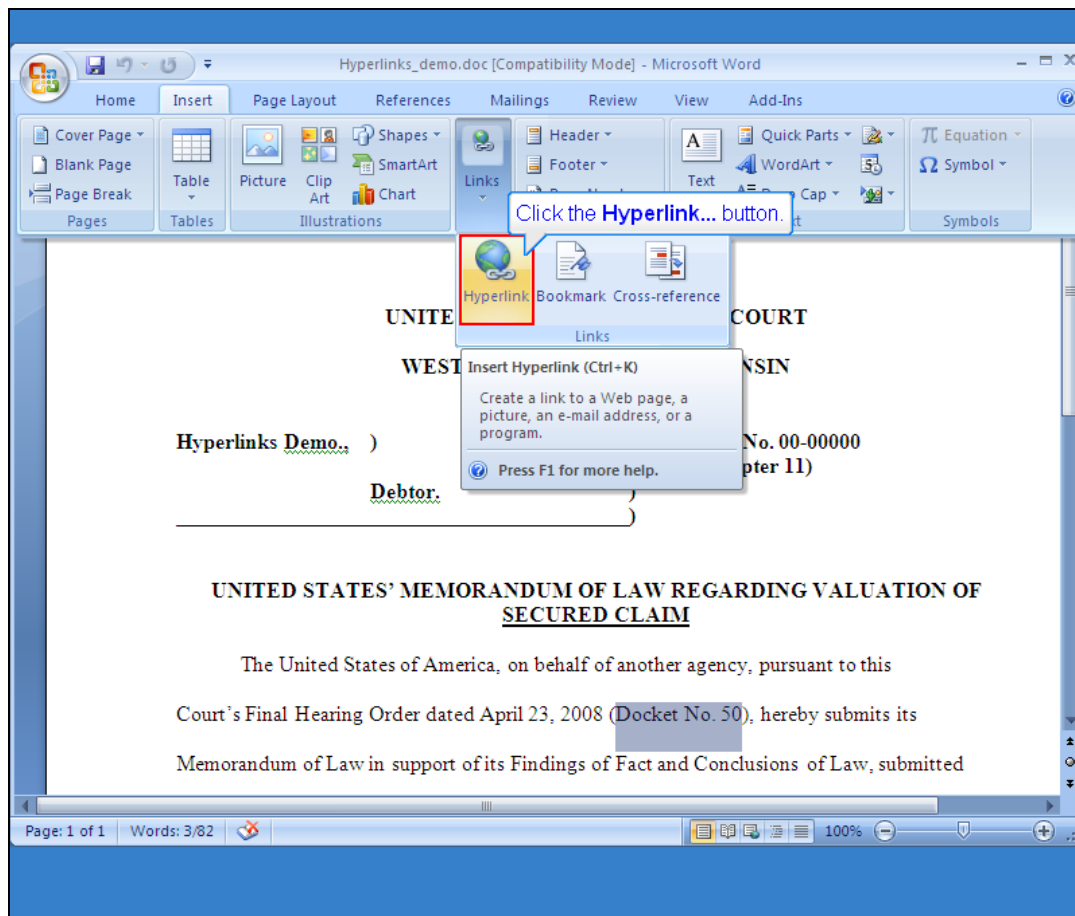
Slide 20

Slide notes: Select and highlight the appropriate text to be hyperlinked, such as "Docket No. 50" shown here.



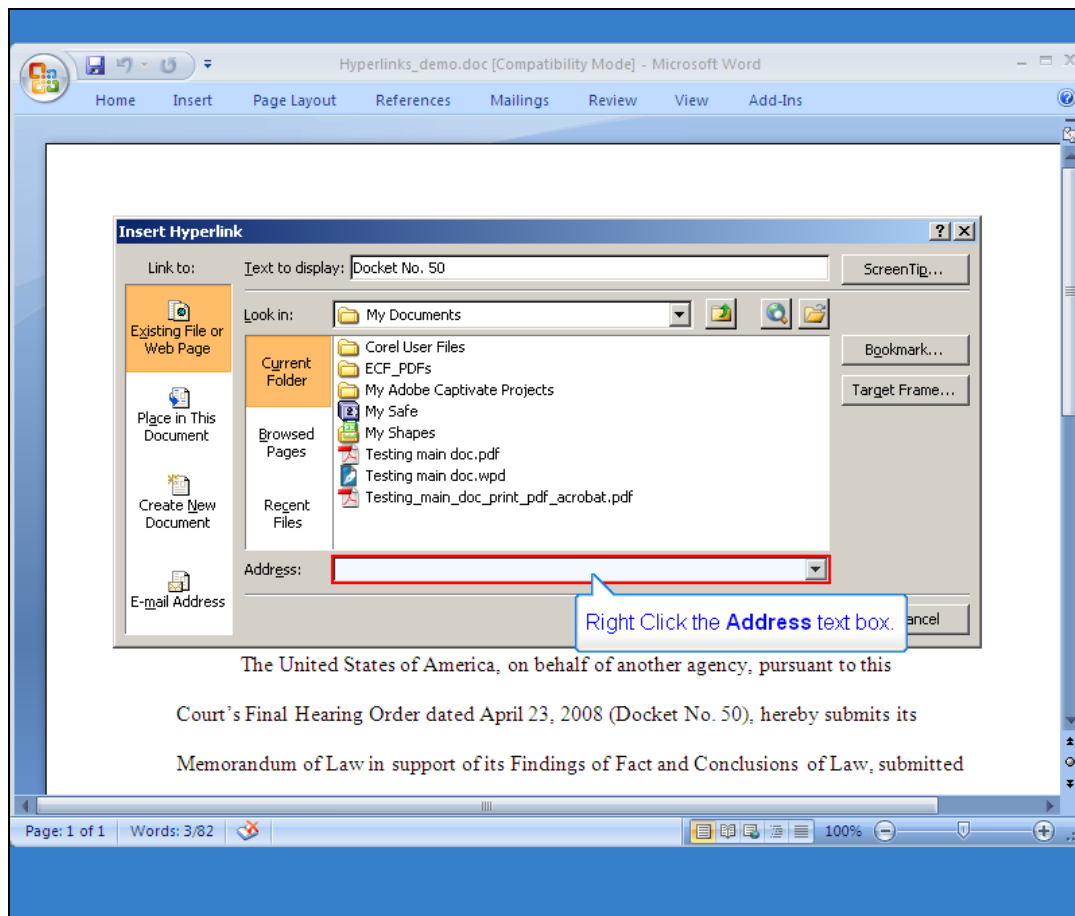
Slide 21

Slide notes: Click Insert on the menu toolbar.



Slide 22

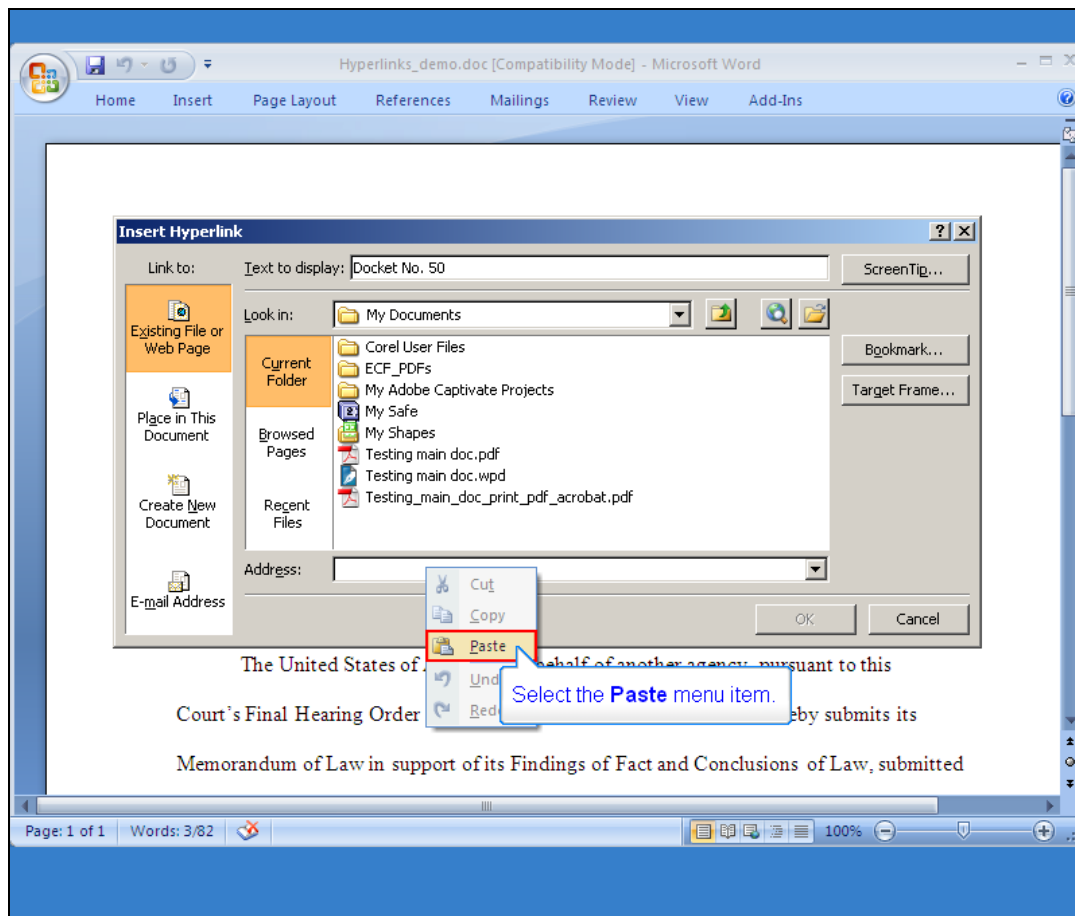
Slide notes: Select Hyperlink from the drop-down list.



Slide 23

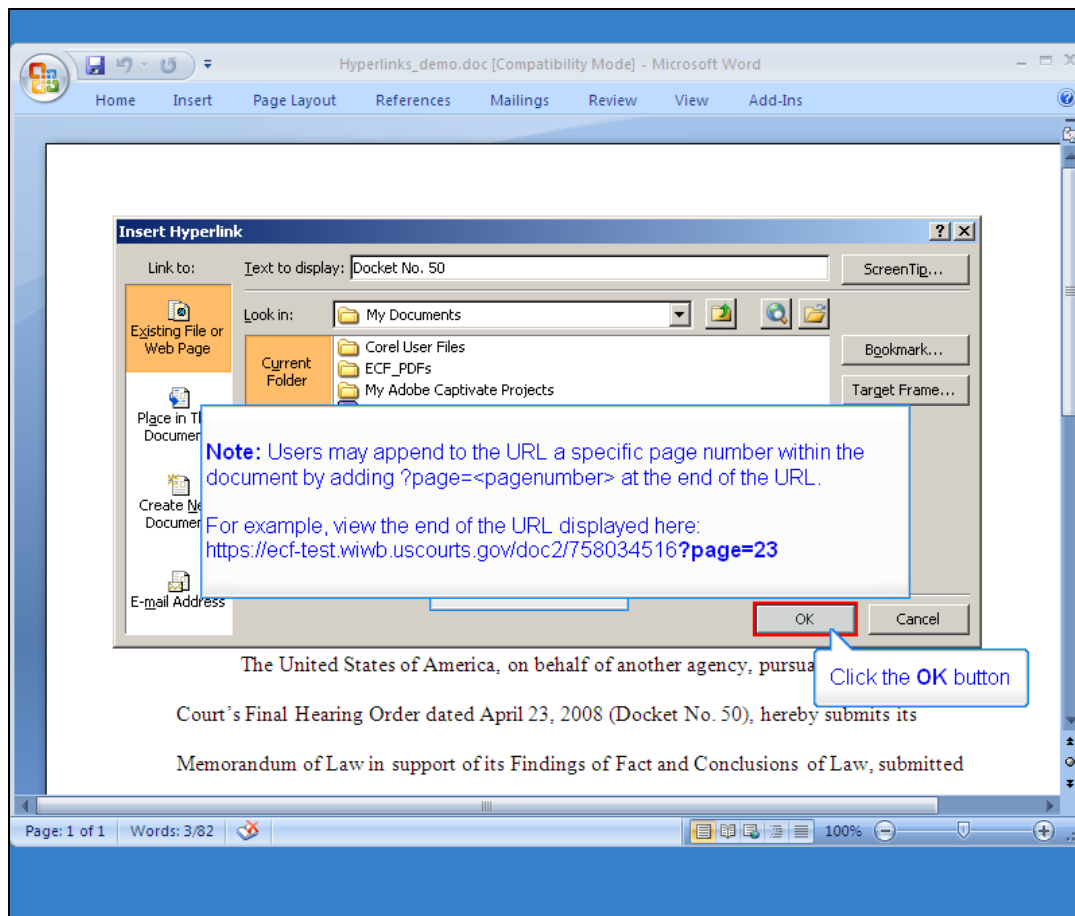
Slide notes: The Hyperlink Properties dialog box appears.

This is the point where we paste the URL of the document copied into your clipboard previously, while we were in CM/ECF. Paste the URL into the Address field of the Hyperlink window by clicking the right mouse button in the Address field.



Slide 24

Slide notes: Now select Paste or Paste by using the Ctrl + v command.



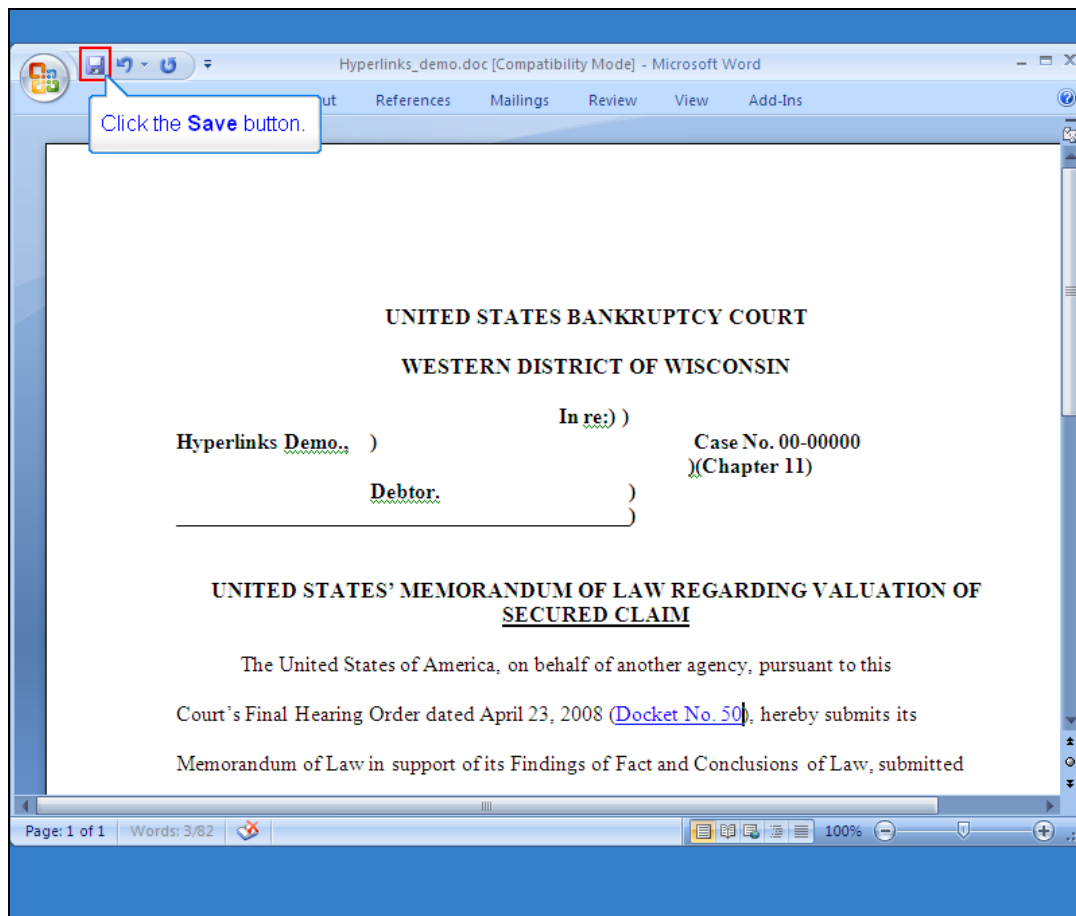
Slide 25

Slide notes: The URL of the docket event should paste in here. If not, go back to the docket and try right-clicking the event and copying, again.

Note: Users may append to the URL a specific page number within the document by adding ?page=<pagenumber> at the end of the URL.

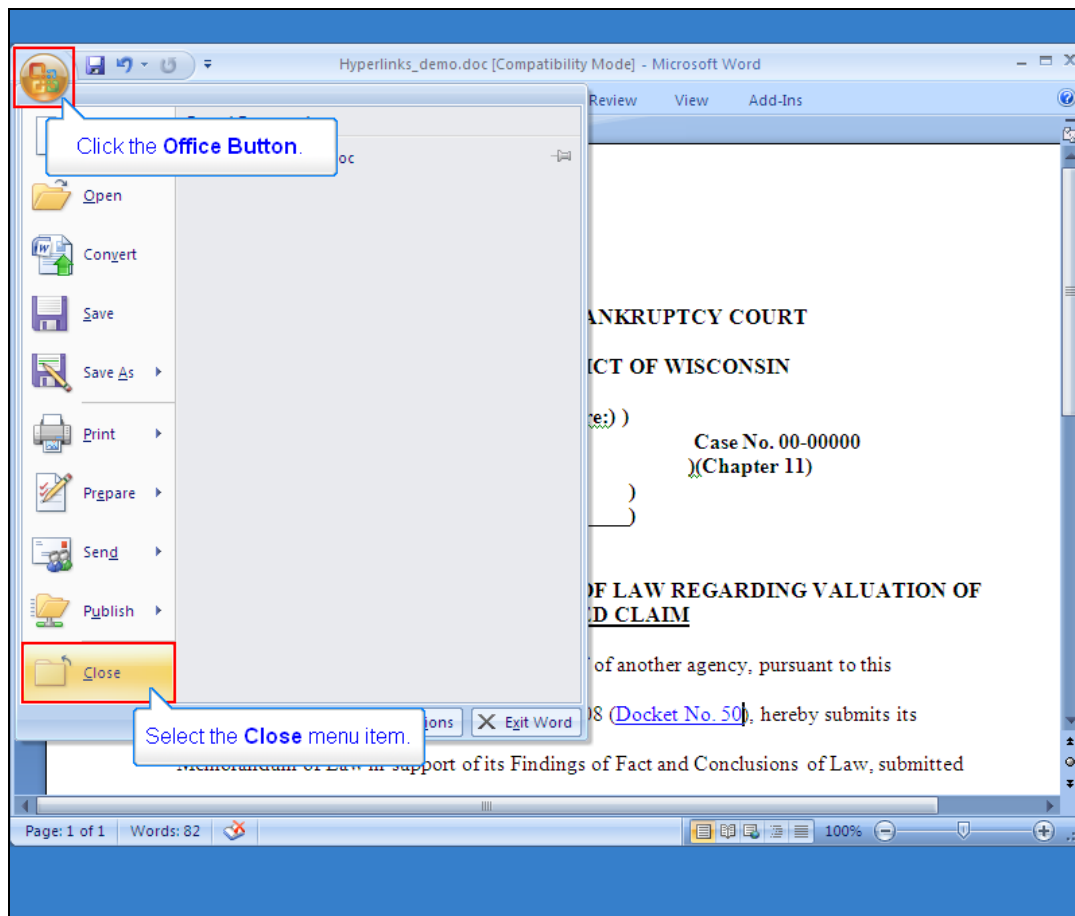
For an example, view the end of the URL displayed on the screen, in bold: <https://ecf-test.wiwb.uscourts.gov/doc2/758034516?page=23>

Click the OK button.



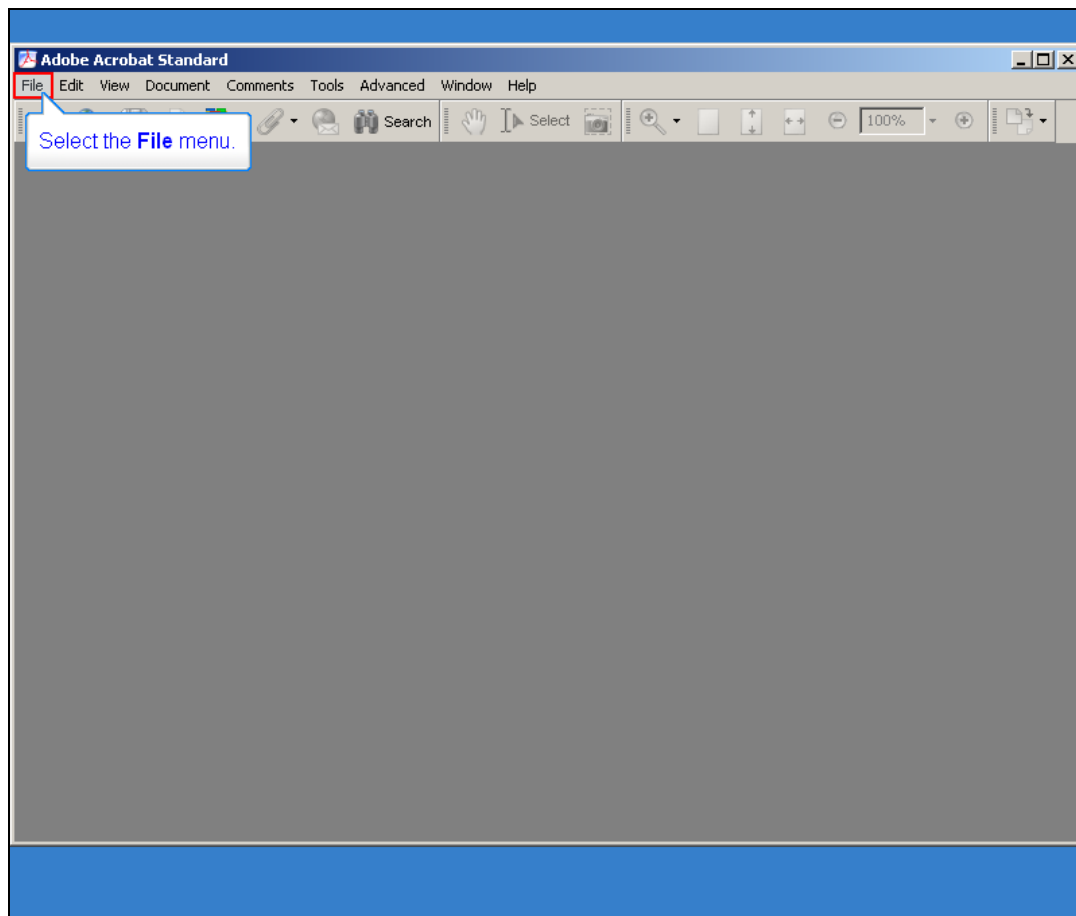
Slide 26

Slide notes: The next step is to convert the Word document to PDF format using Adobe Acrobat, but first Save the Word file.



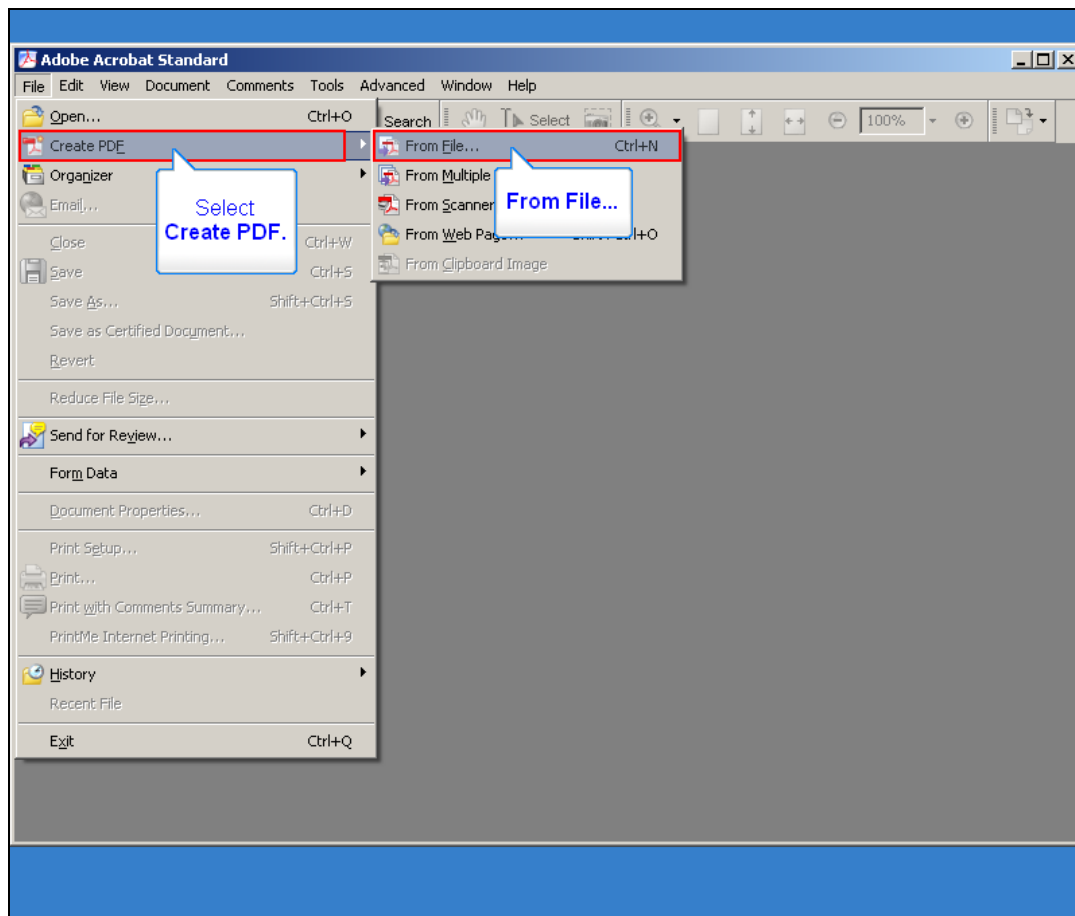
Slide 27

Slide notes: And Close the Word document by clicking the Office Button and click Close. Word files must be closed to convert to PDF. If the document is open when the next step is executed, an error message is returned.



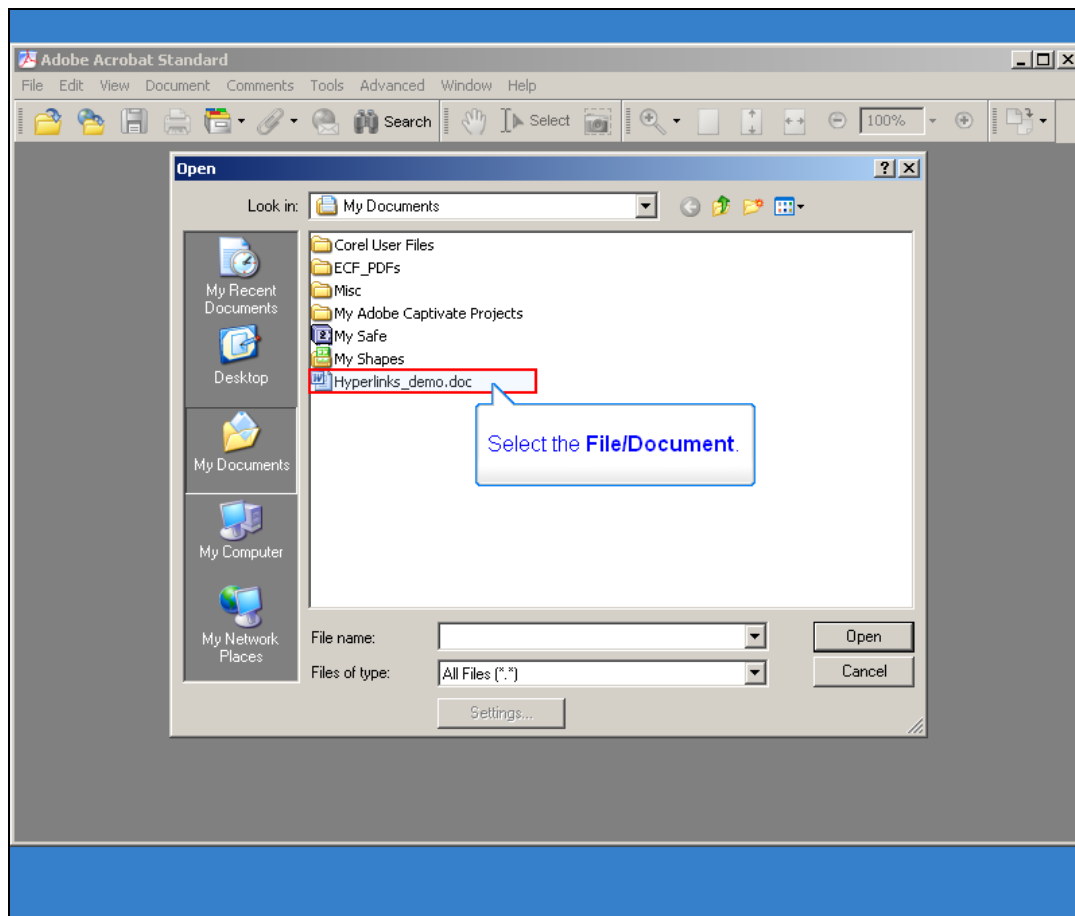
Acrobat

Slide notes: Open Adobe Acrobat and Click File on the menu toolbar.



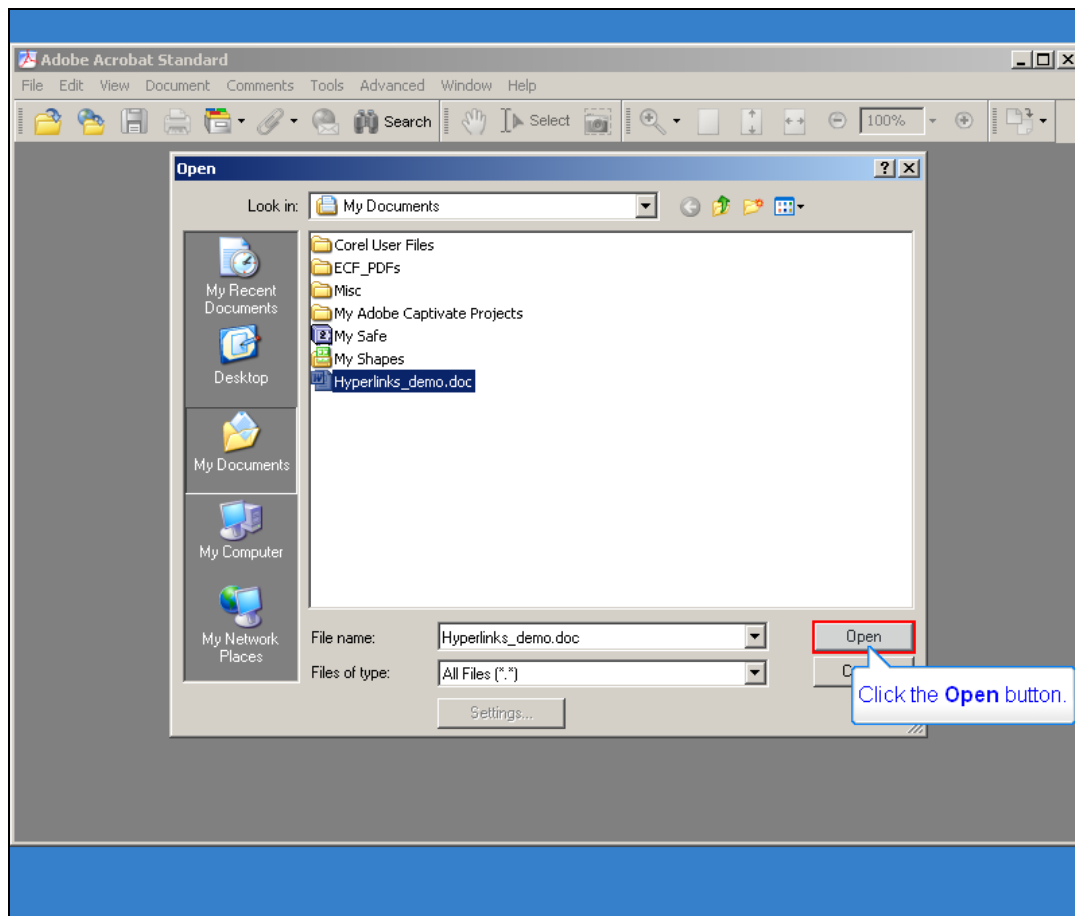
Slide 29

Slide notes: Select Create PDF then choose From File.



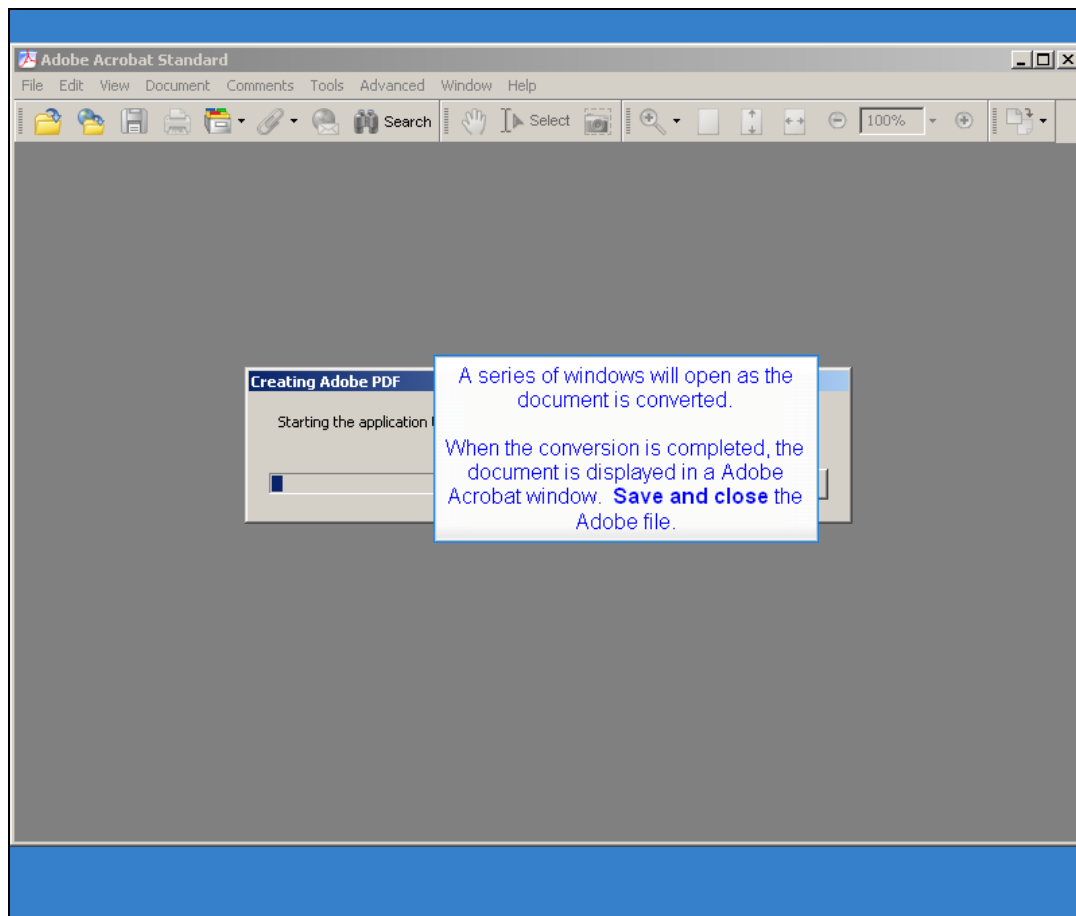
Slide 30

Slide notes: Navigate to the appropriate directory or folder where the Word document is stored. Select the document.



Slide 31

Slide notes: Click the Open button.

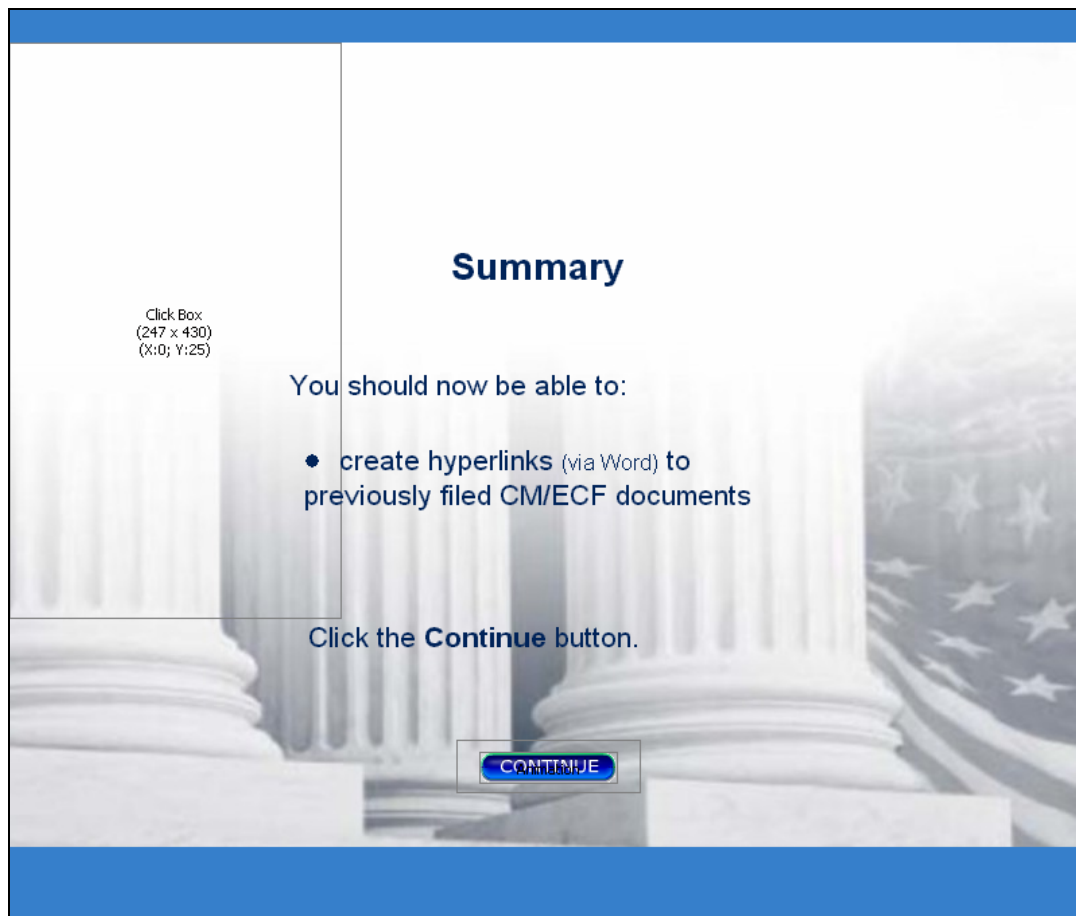


Slide 32

Slide notes: A series of windows will open as the document is converted.


When the conversion is completed, the document is displayed in the Adobe Acrobat window. Save and close the Adobe file.

This concludes the demonstration. Your newly created document/PDF should now be ready to upload into a CM/ECF system and the PDF will retain the URL link to the previously filed ECF document.



Summary

Slide notes: You should now be able to: create hyperlinks (via Word) to previously filed CM/ECF documents. Click the Continue button.

A screenshot of a web form titled "Email ECF Helpdesk". The form is set against a background image of a classical building with columns and an American flag. The title "Email ECF Helpdesk" is in bold blue text. Below it is the question "Do you have further questions you would like to ask the ECF Helpdesk via email?". There are two radio button options: "A) Yes" (which is selected) and "B) No, I am done.". Below the options is a "Submit" button. On the left side of the form, there is a small, empty rectangular box.

Email ECF Helpdesk

Do you have further questions you would like to ask the ECF Helpdesk via email?


☒ A) Yes

☐ B) No, I am done.

Submit

Email ECF helpdesk question

Slide notes: If you have further questions and would like to email the helpdesk, please mark the Yes radio button and click submit. Your default email client should open and begin a new email automatically addressed to the helpdesk, with a pre-filled subject line. Please let us know your question(s).

A presentation slide with a background image of a classical building with columns and an American flag. The slide has a blue header and footer. The main content is centered and includes contact information for the Western Wisconsin ECF Technical Help Desk. A small text box with the text 'Click Box (100 x 100) (X:335; Y:517)' is located near the bottom center.

**Western Wisconsin
ECF Technical Help Desk**

(800) 373-8708 Toll Free
(608) 264-5630 Madison (715) 839-2993 Eau Claire

helpdesk@wib.uscourts.gov

You can **close** this module by **clicking the X** in the upper right corner of the window or by pressing the **Enter key**.

Click Box
(100 x 100)
(X:335; Y:517)

ECF helpdesk contact information

Slide notes: Again, if you need additional assistance, please contact us. Thank you.